



# **BUILDING IN THE TOWNSHIP OF CHATSWORTH**



**This package is intended to serve as a guide to assist you in understanding the process and requirements surrounding new construction or renovations in the Township of Chatsworth.**

**\*\* All drawings are samples and are for reference only. The information contained may not reflect the current Zoning By-Law and/or Ontario Building Code requirements. Imperial or metric measurements may be used.**

**If you have any questions or further assistance, please contact the Building Department.**



Local calls (519) 794-3232 ext. 127 or 128

Toll free 1-877-644-7773 ext. 127 or 128



E-mail [building@chatsworth.ca](mailto:building@chatsworth.ca)

**Building Permits are required but not limited to:**

- Any new structure that is larger than 10 m<sup>2</sup> (108 ft<sup>2</sup>). Structures with a lesser area must still comply with the Township of Chatsworth's Zoning By-law.
- Additions to an existing building, i.e. carport, deck, porch, garage, room(s) or a new story.
- Structural changes to an existing building such as a window enlargement, porch enclosure, renovations, repairs, balcony, dormer, wind turbine or solar panels.
- Constructing a new or full basement under an existing house.
- Replacement of an existing carport, porch, deck, railing etc.
- Any structure containing plumbing.
- New or replacement plumbing.
- Change of use or occupancy of a building.
- Replacement of heating plants (i.e. oil furnace, gas furnace) or solid fuel burning appliances.
- Construction of a chimney.
- Retaining walls that are more than 1m in height and abut public property.
- Tarp structures.
- Temporary tents.
- Barns, driving sheds.
- Manure storage structures.
- Silos, grain bins.
- Swimming pools and their enclosures.
- Spas, saunas.
- Relocation of a building within or into the Township.
- Installation of a sewage system or alteration to an existing system.
- Building demolition, entire or a portion.

**\*\* If you are unsure if you require a permit, contact this office for assistance.**

## **Applying For a Permit**

You must determine whether or not your project will conform to the Township of Chatsworth Zoning By-law and the regulations that will apply. These regulations include, but are not limited to, building size, lot coverage, setbacks, uses and types of buildings permitted.



Our Zoning By-law maps and definitions are available online at [chatsworth.ca](http://chatsworth.ca) or at the Township office location, 316837 Highway 6, RR 1 Chatsworth.

The next step would be to complete a building permit application. Application forms are available online or at the Township office.

Depending on the type of construction proposed, you may be required to submit additional documentation.

## **Information Required**



- ❖ **Application** for a permit to construct or demolish filled out in its entirety.
- ❖ **Schedule 1: Designer Information.** This must be completed and signed by the registered designer who is taking responsibility for the design.
- ❖ A **Site Plan** must be submitted with all applications. This must be drawn to scale and display measurements to property lines, other structures on the property, septic tank, septic bed, water line, overhead power lines, entrances, easements etc.
- ❖ **Two complete sets of drawings** showing floor plans, elevations, sections, details, roof plan etc. prior to the processing of any application (see drawings for additional information required).
- ❖ **Grading Plan** (if required) to be prepared by a licensed professional engineer or a qualified Ontario Land Surveyor.
- ❖ **Engineered Drawings** as required.
- ❖ An **Entrance Permit** must be obtained, from the applicable roads maintenance authority, (Township, County or MTO) for any property gaining access onto a roadway. To download the entrance permit application click on the appropriate link on the following page.

**Township of Chatsworth**

[Entrance Permit/Guidelines/Conditions](#)

**County of Grey**

[Entrance Permit/Guidelines/Conditions](#)

**Ministry of Transportation**

[Entrance Permit/Guidelines/Conditions](#)

❖ **Compliance with Applicable Law (but not limited to)**

|  |                |
|--|----------------|
| Grey Sauble Conservation Authority         | (519) 376-3076 |
| Saugeen Valley Conservation Authority      | (519) 367-3040 |
| Niagara Escarpment Commission              | (519) 599-3340 |
| Grey County Transportation & Public Safety | (519) 376-7337 |
| Ministry of Transportation                 | (519) 376-7350 |
| Electrical Safety Authority                | (877) 372-7233 |
| Tarion Home Warranty                       | (877) 982-7466 |
| OMAFRA                                     | (888) 466-2372 |
| Hydro One                                  | (888) 664-9376 |

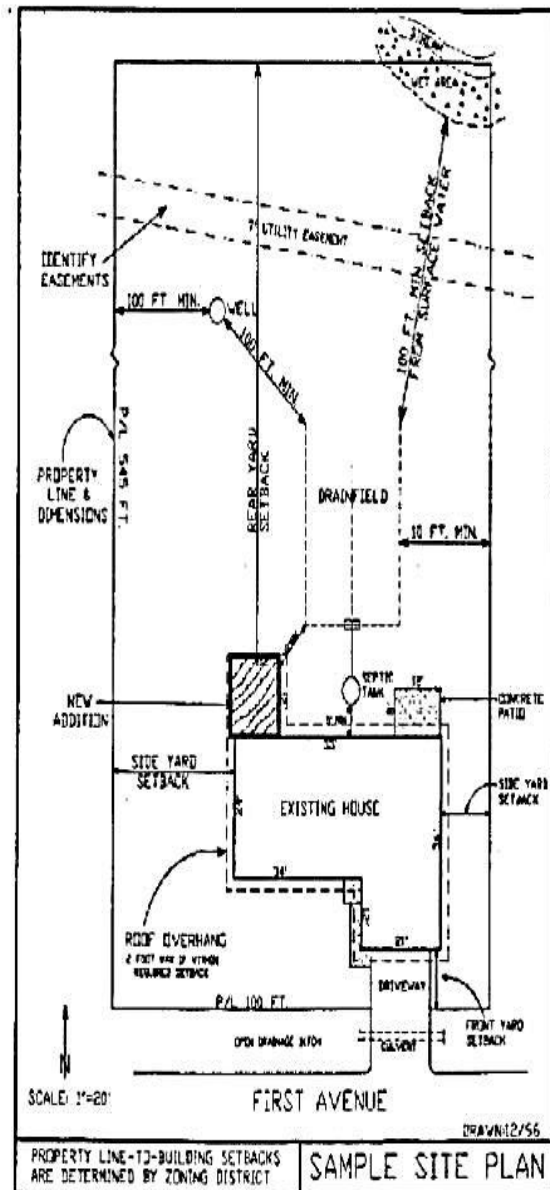
[Ontario Call One](#) to request free locates for electrical, telephone, water or gas lines:  
(800) 400-2255



## The Site Plan

This should contain all of the applicable information shown below

- Title of Plan
- Scale
- North Arrow
- Lot lines & dimensions
- Street or Road name(s)
- Setbacks to lot lines
- Setbacks to other structures
- Parking locations & dimensions
- Entrance location & size
- Septic tank & bed location
- Well location
- Easements
- Overhang encroachment(s)
- Accessory structures & decks
- Existing & proposed construction & dimensions



### **Please Note:**

In rural areas, M.D.S. (minimum distance separation) calculation may apply. Location and size of neighbouring dwellings and barns, types and number of livestock housed and type of manure and manure storage criteria is required. Please supply this information at the time of application for permit.

## Building Plans or Drawings

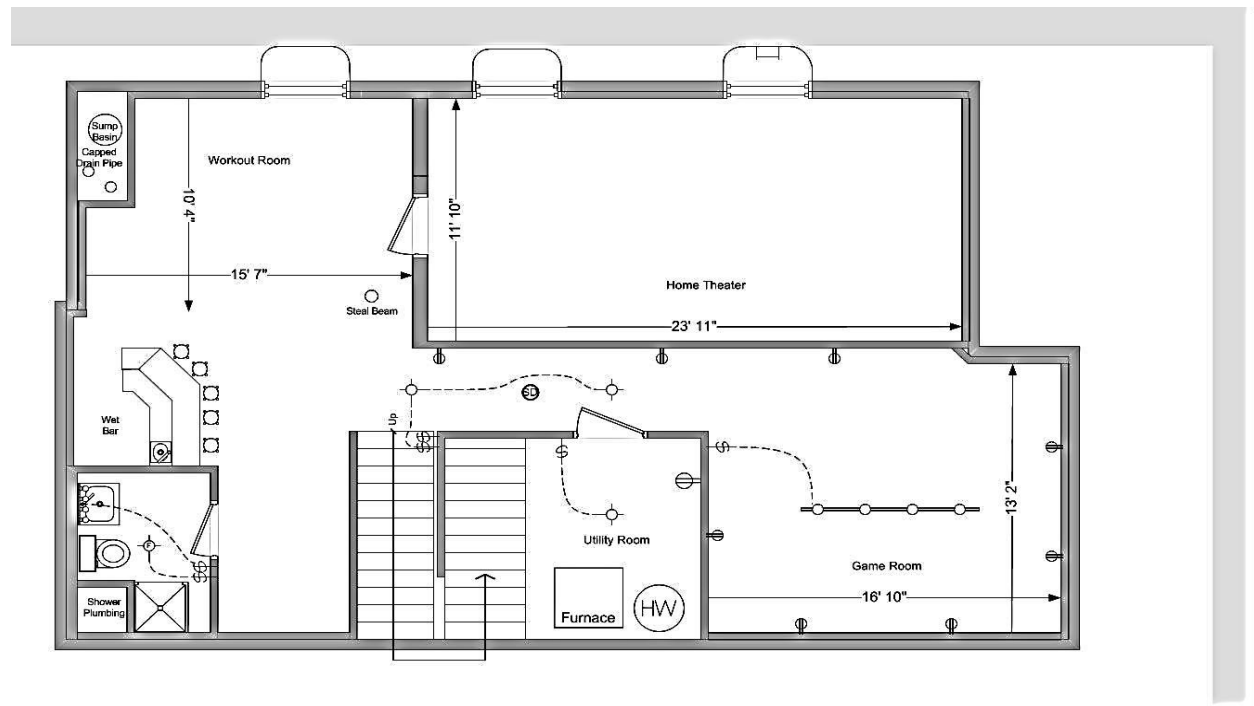
Drawings are required for all new buildings, additions, accessory buildings and structural alterations. We require two sets of drawings, and once approved, one set will be returned to the applicant. This approved set **must** be kept on the construction site **at all times** for use by all trades and inspection referencing.

Plans vary depending on the type of construction but typically include:

### The Foundation or Basement Plan

The following information must be included.

- Fully dimensioned
- Stair location and framing
- Footing size (strip, column & pier)
- Foundation type (concrete block, poured, wood, etc.)
- Floor drain & sump pump
- Floor covering
- Smoke detector & carbon monoxide detector
- Sectional arrow(s)
- Size & location of beams
- Bearing walls or support beams
- Foundation thickness
- Size and type of floor joists, spans and centres
- Plumbing location or future vent
- Room titles
- Width, location and lintel sizes of all openings



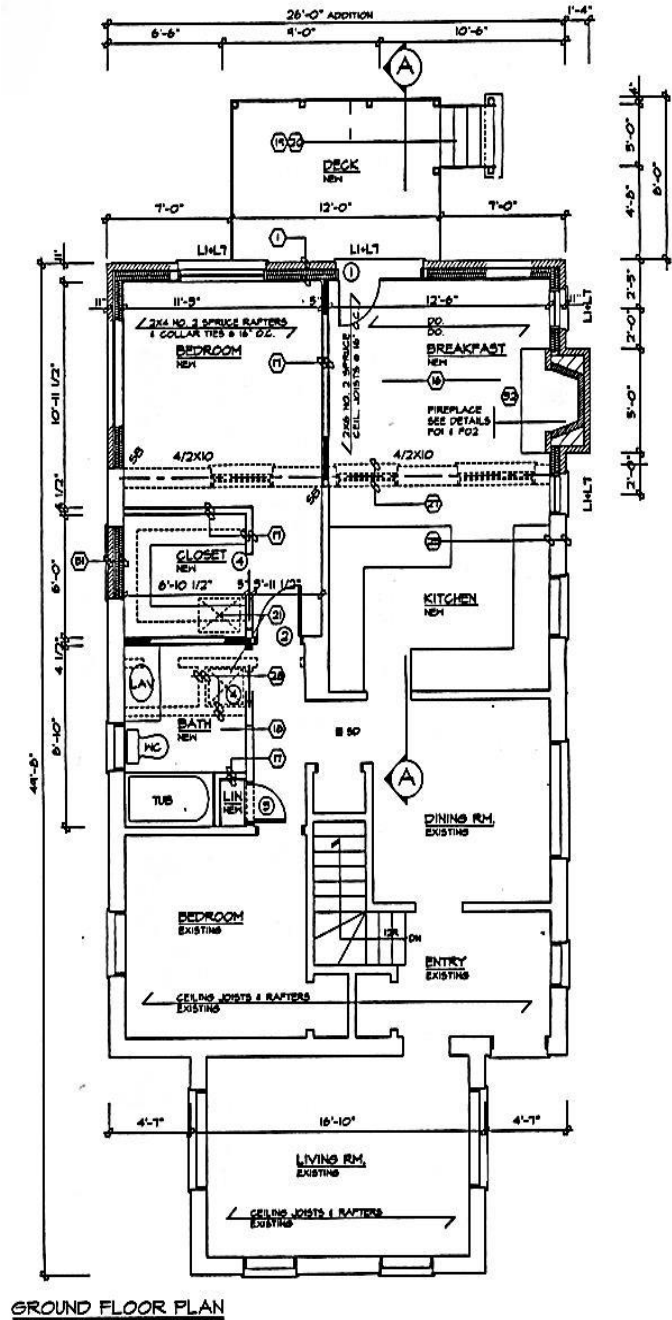
## Floor Plans

One floor plan is required for every floor of the house. Each floor plan shows the interior layout of the level in question as well as providing the structural framing information for the floor above. In the case of the top floor plan, the roof framing is shown instead.

Each plan should include the following information:

- Title of plan
- Scale
- Use of room & space
- Extent of new construction including new work within existing buildings
- Size, type & location of exterior and interior walls and partitions
- Widths, location & lintel sizes of all openings
- Location, dimensions & directions of stairs
- Size, type, spacing & location of structural members
- Sectional arrow
- References to detailed drawings

Material specifications or notes

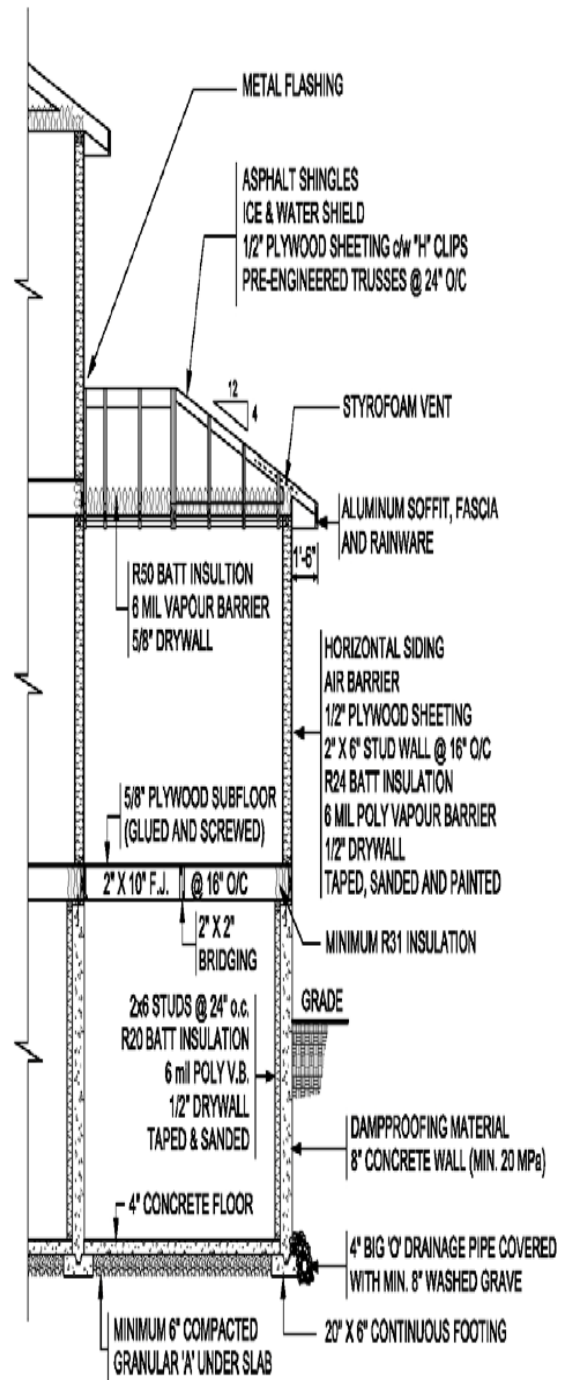


## Sections

A section drawing presents a view of the house along an imaginary cut through one particular location of the building. It illustrates the typical relationship between the various components which are hidden in the walls, floors and ceilings. Additional sections may be required at other locations to provide further clarifications. The extent of the sections should correspond with the sectional arrows on the plans.

It should indicate the following:

- Title of section
- Size & type of footings & foundation walls
- Roof & ceiling construction
- Grade
- Backfill height
- Overhang dimension
- Distance from grade to underside of footing
- Scale
- Exterior & interior wall construction
- Floor construction
- Attic & crawl space ventilation
- Foundation wall height
- Roof ventilation
- Foundation drainage



**CROSS SECTION A/A**

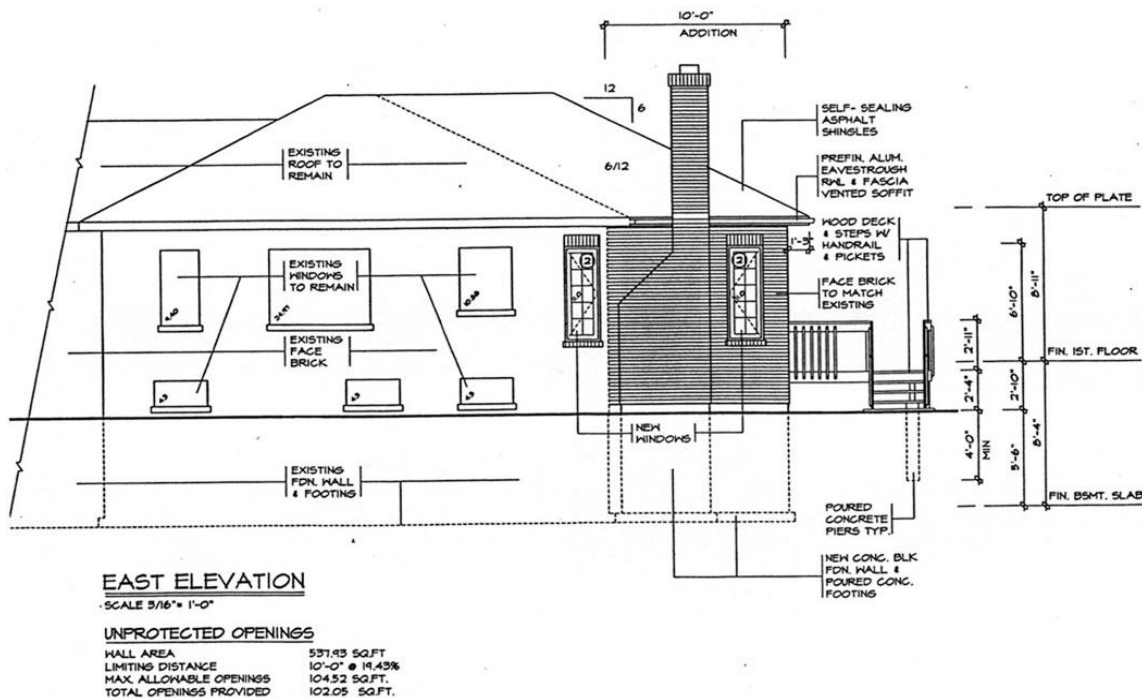


## Elevations

Elevations show the exterior of each side of the building. Each elevation is identified by the direction it is facing.

It should contain the following:

- Title of elevation
- Scale
- Extent of new & existing construction
- Vertical dimensions of walls, windows & doors
- Grade level
- Overhang dimensions
- Roof shape, slope & finish
- Rain water leader & eavestrough
- Exterior lighting (required at all exits)
- Chimney height & distance above roof
- Deck(s), porch(es) & guarding
- Exterior cladding & flashing
- Dimension from grade to u/s of ceiling
- Foundation and footing construction
- Stairs & railings



## **On-Site Septic/Sewage Systems**

A permit is required for the repair, installation or enlargement of any sewage system (septic tank, tile bed, etc.).

If you are planning to add an addition to your home which would include increasing fixture units, number of bedrooms etc., then a review would be required of you existing system. Modifications to the system may have to occur before a building permit would be issued.

## **Plumbing Permits**

Plumbing permits are required for the installation of any plumbing and drainage systems (new, replaced or altered). All plumbing is subject to inspection. A water or air test must be verified by the Building Inspector at the time of inspection.

## **Demolition Permits**

Demolition permits are required prior to the removal of most buildings from a property.

## **New Home Warranty Registration**

All new home construction in the Province of Ontario must be registered with Tarion New Home Warranty.

A homeowner who is constructing his/her own home has the option of opting out of the home warranty if they choose. The homeowner is still responsible to sign the declaration that must be sent into Tarion Home Warranty.

## **Grey County Development Charges**

The County of Grey applies Development Charges to new residential and non-residential developments. Grey County Development Charges Information can be viewed on the County of Grey's website or by [clicking here](#). Pamphlets are also available at the Township Office.

## **Capital Connection to Existing Water Systems**

The Township of Chatsworth has a Capital Water Works charge to connect to the Chatsworth and Walter's Falls Water Systems. Please contact the Water Department at (519) 794-3232 ext.134 for more information.

## **Civic Addressing**

All new construction requires an approved civic address. Once an entrance permit is obtained, you may apply for a civic number.

## **Occupancy Deposit**

An occupancy deposit is required when you submit your application for a residential building permit. This deposit will be refunded to you when you request and are issued an occupancy permit.

## **What Are My Obligations During Construction?**

1. **POST** your Building Permit so that it is visible from the street
2. **KEEP** a copy of your approved building plans on the construction site
3. **NOTIFY** the Building Department at least 48 hours in advance of a required inspection. The required inspections are listed on your building permit.
4. **NOTIFY** the Building Department of any proposed changes to your building plans. This will require **prior approval** before implementation.

## **Why Do I Need Inspections?**

Inspections are a service that you pay for through the Building Permit Fee. Proper inspections will ensure that construction is safe and that it meets fire and health requirements. This will protect your investment and contribute to a better standard of development for the community.

You must call for inspections when they are required. Mandatory inspections are listed on the permit. It is a violation to proceed without calling for and obtaining an inspection when one is required. Failure to call for a required inspection may result in completed works having to be removed in order to approve work that is hidden, which could cost you both time and money. A minimum of two business days following the day of notification is required for scheduling an inspection.

## **What Happens If I Build Without A Permit?**

Building without a permit is against the law and is subject to fines or penalties as set out in the Building Code Act. In addition, under the Township's Fees and Charges By-law, your permit fees will double in cost.

## **Final Inspection**

This is a very important and final step in the construction of your building which ensures that everything is complete and will simplify the sale of your home in the future because most purchasers' solicitors request this information from the Homeowner or Township.